

DATA CONVERSION OPERATOR II

DISTINGUISHING FEATURES

The fundamental reason the Data Conversion Operator II position exists is to perform clerical work involving the operation of data entry and verification equipment, exercises some independent judgment in determining entry codes and report content; provides quality customer service for both internal and external customers. Work is performed under the general supervision of the Office Coordination Manager.

ESSENTIAL FUNCTIONS:

Receives and examines source documents and transcripts to be key entered for computer processing, and uses established codes to classify a wide variety of information. Comprehends and makes inferences from written material.

Transcribes the coded data to data entry devices; enters data from Payroll, Accounting, City Court, and other records; and verifies codes used relating to various source documents.

Exercises independence of action with regard to data coding, setting priorities, and making work assignments.

Performs related clerical duties; separates, arranges, sorts, and maintains records. Performs some related minor maintenance of computer equipment, and prepares data entry tapes for production runs by transferring data from disk to tape. Prepares bundles of forms, tapes, microfiche, or other materials for distribution.

Operates a variety of standard office equipment, including computers, which require continuous and repetitive eye and arm or hand movement for extended periods of time. Visually reads data and enters information into a terminal, personal computer, 10-Key keyboard or other equipment. Lifts and carries tapes and files up to 20 pounds.

Assists with HELPLINE phone activities; answering customer questions regarding terminal printer problems, hardware/software problems, communication and telephone equipment repair. Responsible for the timely and accurate completion of work orders for problems requiring technical staff help.

Establishes and maintain effective working relationships with City staff and co-workers.

Attendance and punctuality are essential functions of this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

General office procedures and clerical work, and techniques, practices, and procedures of alphabetic and numeric data entry.

Skill in the operation of data entry equipment, demonstrated in keying at a minimum sustained rate of 10,000 to 12,000 strokes per hour.

Ability to:

Key data into an on-line personal computer terminal from 50+ different source documents, and using 140+ formats;

Create, revise, and test formats in a timely manner according to submitted requests and documentation assigned by supervisor;

Verify keyed data, check that data has been entered in the correct format;

Search, correct, and extract keyed data from an on-line personal computer terminal, insert omitted documents and delete duplicated documents;

Correct the data validate from applications such as payroll, sales tax, and expenditures through written and verbal communication via the appropriate user.

Understand and follow oral and written instructions.

Work effectively with co-workers and users.

Maintain concentration on detailed information over an extended (5-6 hours) period of time when accuracy and speed are important.

Education & Experience

Graduation from high school or GED preferred. Requires any combination of training, education, and experience equivalent to two to four years experience on a data entry system. A minimum data entry skill level of 10,000 to 12,000 keystrokes per hour is also required. Experience operating an on-line personal computer terminal is preferred.

FLSA STATUS: non-exempt

HR Ordinance Status: classified